

Minutes for 5/31/12 Governing Board Meeting

1. President Paul Mills called the meeting to order at 1:25 pm. Jennie Mills did a roll call; all board members were present.
2. Changes/Additions to the agenda. Add OverDrive to New Business Item D.
3. Approval of 5/18/2012 minutes. Dianne motioned to accept, Julie seconded. All voted yes.
4. Comments from the Public. Marc Sims from the IT committee is present, no comments.
5. Treasurer's Report. Dianne discussed her reports. We do have extra expenses that aren't included in our contract; Dianne is talking to Polaris to get our invoice updated. The extra expenses will be invoiced by July 2012. The report will be filed for audit.
6. No new bills this time period.
7. No correspondence.
8. Report from Marc Sims. Polaris Offline does have some bugs (that do not affect functionality, but may be confusing); Polaris is working to correct and hopes that it will be corrected by June 4th. New users need to be submitted; new employees hired next week will probably not be able to use offline with their own login.

Collection of user names, sorted by library, needs to be handled by some entity. Discussion ensued.

Staff clients and offline clients are in the process of being installed. Ann Lorish needs to set up an upload schedule –it is possible offline files can be uploaded on the evening of the 13th.

Testing PC Res – the SIP2 connection is working, but the data for users may not be ready, and the rules will have to be corrected. There may be trouble because the fields won't be matching. The rules will have to be adjusted after go-live; we may have to do "dumb" rules until that point.

TBS will have to set a schedule of setting up rules.

Marc recommends possibly getting another D-Babble server, or look at other options, like an open-source chat client. Paul recommends not going with D-Babble; the company is not supporting it any longer. This will be addressed after go-live.

It will also be hard to show speed/response time until we go-live. Four times the processing power will be in the production server compared to the training server. After we go live and have the more robust server, then we will have a better way to judge the response time better.

The OPAC address will probably be given to libraries 24-48 hours in advance of go-live.

9. Committee Report

- a. TSUG - Julie motioned to approve TSUG Permissions Recommendations, Dianne seconded. All voting yes.

b. Circ committee

1. The governing board directs that the Circ Committee needs to work together to set up reports and assist each other in setting them up, perhaps by booking a central library's computer lab for the day to work on the reports together. Polaris is not running reports, so the circ committee needs to talk to Gretchen or Ann about configuring reports that they were going to have Polaris run.

2. Jennie moved to approve the recommended Public Computer Access rules, Julie seconded. All voted yes.

3. Sandi moved to approve the recommendation for Cancelled Holds reports, Julie seconded. All voted yes.

4. Offline was discussed.

5. Update on permissions was discussed.

6. Julie moved to approve to accept their recommendation to limit bulk changes permissions to System Administration, Dianne seconded. All in favor.

7. Julie moved to accept the by-laws (with correction of typos) but we need further clearer language on 14.1, Sandi seconded. All voted yes.

c. IT Committee – report accepted.

d. OPAC Report -report accepted.

e. Marketing Report – clarification on Camtasia; the Governing Board would prefer that the videos be standardized rather than done by individual libraries.

f. Training Report – report accepted.

10. Old Business

a. Budget Review – tabled until next meeting.

b. Pinnacle by-laws – Scott moved to accept the by-law changes as presented, Julie seconded. Roll call vote done, with all voting yes.

c. Telephony calls on Sunday – no calls on Sunday in the summer, but Sunday calls will resume after Labor Day. This is a test for this summer, and this issue may be revisited at a later date.

d. System Administrators are not being requested to anything until June as far as system administration goes. However, we would like them to define job roles between local administrators and system administrators, to set a process for reporting issues, and begin codifying the process of communicating with Polaris.

For Help desk reporting, use Zendesk for now, and the Governing Board will re-assess within 6 months.

New Business

- a. D-Babble concerns discussed earlier in the meeting.
- b. ILL in the OPAC - The Governing Board will be taking a wait-and-see attitude towards this issue. At go-live, we will go with ILL turned on. We don't know how it will work at this point, and need to see magnitude of any potential problems. If we start to see problems, we will then form an ILL committee to address the issues.
- c. Speed/Response time of servers, addressed above.
- d. OverDrive – OverDrive staff will work to ease the process during transition.
- e. Judy Hutchinson stated that there will be special reports run for us next week. We need PC staff to run a report to delete inactive holds. Paul is also requesting that Sirsi start earlier with the extraction time; he is getting a quote. The double check-in period will be through July 1st.
- f. MLB created a calendar of events; Paul will forward.

Meeting adjourned at 5:25 pm.

Next Meeting: Taste of Eastern Europe at noon, followed by a meeting at the Romeoville Branch of the White Oak Library District.